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19 February 1959

MEMORANDUM FOR: Director of Personnel

SUBJECT : Medical Administrative Positions

REFERENCE : Memorandum for C/MS from D/Pers, dated 4 December 1958,
Subject: Request for Upgrading of Two Positions in
Medical Staff: Medical Registrar and Deputy Admin-
istrative Officer

1. Your personal review of the positions identified in the referenced memorandum is greatly appreciated. We regret that we were unable to demonstrate our viewpoint to your satisfaction. This paper is a further attempt to explain our position and to submit evidence in support of our convictions.

25X1A9a In pursuit of a solution to these problems, I subsequently met
with the Chief of your Salary and Wage Division, Mr. [REDACTED],
25X1A9a in order to become better acquainted with classification standards and
procedures. Mr. [REDACTED] was very helpful in this regard and, as a result
of our meeting, it was agreed that the Medical Staff would familiarize
itself with the classification standards as they had been applied to
these positions in order to suggest additional or alternative criteria
that might apply, if any.

2. The Medical Staff has accomplished the agreed review and is accepting of the general applicability of Series GS-301, Administrative Officer Standards, to these positions. However, it would appear that there are additional responsibilities which are required of these positions which are not identified in this series and not contained within one of the five segments of Personnel, Budget, Logistics, General Administration, and Training.

3. These additional responsibilities are technical in nature and, rather than being mere adjuncts to the administrative functions, are actually determinants of responsibility and action. These are the tangible responsibilities that make the difference between a supply officer and a medical supply officer. These are the responsibilities that require medical training and experience in order to satisfy position needs.

4. Since these functions are as necessary to, and as much a part of, the medical administrator's job as personnel, budget, etc., it is suggested that they be given consideration in evaluating the position.

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It is also suggested that the importance of the technical function be considered as worthy of establishing a separate series designated generically as the Medical Service Officer series. Such action is not without precedent, being part of the established procedure in the Armed Services.

5. In order to give substance and quantitative value to the concept of technical function and responsibility, there are attached, for your consideration, outlines of the technical responsibilities as they apply to the positions under consideration. It is understood that these technical responsibilities are not exclusive but in addition to responsibilities outlined in the General Administrative Officer series.

6. In addition to the observation in regard technical responsibility, consideration might also be given the precise applicability of the General Administrative standards. The Medical Staff is a technical staff whose entire mission is related to the basic functions of other offices of the Agency. There are no other individuals outside of Medical Staff personnel engaged in medical activities, nor are there any other assignments in Headquarters outside of the immediate Medical Staff Headquarters organization. The application of quantitative standards to the immediate staff activities does not reflect the overall responsibility in which we are engaged. Finally, as a practical argument, the incumbents of the two positions in question deal continuously with other positions of higher grade within the Agency and elsewhere in Government in order to accomplish the basic requirements of their own responsibilities. While this is no argument to increase the grade on any position, it serves to confirm my own estimate of the value of these services.

7. I would appreciate your further consideration of this area in which we are seeking common understanding and agreement. I would be happy to personally discuss with you or your representative any or all aspects of our viewpoint, and trust that in submitting it to you we have added a measure of understanding which may assist us in achieving our objective.

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JOHN R. TIETJEN, M.D.
Chief, Medical Staff
25X1A9a

Attachments: (2)

1. Technical Functions of Supply Officer (DC), Medical Staff
2. Technical Functions of Registrar, Medical Staff

MS/SD/ [redacted] (29 Jan 1959)

Rewritten: MS/JRTietjen:mam
(19 Feb 1959)

Distribution:

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